



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
INSTRUCTIONAL TECHNOLOGY
P.O. BOX 480, JEFFERSON CITY, MISSOURI 65102-0480

eMINTS TEACHER QUARTERLY REPORT-YEAR 2

**Due October 15, January 15,
March 15, and May 15**

NAME OF SCHOOL DISTRICT	CLUSTER	COUNTY-DISTRICT CODE
TEACHER	GRADE LEVEL	WORK PHONE
EMAIL ADDRESS		FAX NUMBER

Complete the following information and mail or fax to Instructional Technology. (Fax: 573-522-1134)

Report Submitted: (check one)

- ☐ First Quarter (Due October 15)
☐ Second Quarter (Due January 15)
☐ Third Quarter (Due March 15)
☐ Fourth Quarter (Due May 15)

Month	Activity	Completion Date (Or N/A)	Follow-up Needed (If Yes, explain)
August/September	Teacher equipment is working properly and functional (date each) <ul style="list-style-type: none"> Laptop Teacher workstation Scanner Printer SMART Board Projector Digital camera 		
	Student equipment is working properly and functional (date each) <ul style="list-style-type: none"> Computers Software 		
	Classroom telephone service with full outside service in place		
October 15	Number of hours of scheduled eMINTS PD attended during first quarter		
End of first quarter	Complete and submit quarterly report		
November 1	System for teacher stipend and reimbursement for travel is in place		
	Teacher stipend and reimbursement for travel (first payment) issued		
January 15	Number of hours of scheduled eMINTS PD attended during second quarter		
End of second quarter	Complete and submit quarterly report		
Mid-January	Teacher stipend and reimbursement for travel (second payment) issued		
February	eMINTS Winter Conference (Columbia)		
March 15	Number of hours of scheduled eMINTS PD attended during third quarter		
End of third quarter	Complete and submit quarterly report		

Mid-March	Teacher stipend and reimbursement for travel (third payment) issued		
	Number of hours of scheduled eMINTS PD attended during fourth quarter		
Mid-May	Teacher stipend and reimbursement for travel (fourth payment) issued		
End of fourth quarter	Complete and submit quarterly report		

The following narrative section should be developed on a word processor and submitted with each quarterly checklist report.

1. How has the eMINTS professional development program, including classroom visits, progressed to date?
2. Is your building principal supportive of the eMINTS teachers? (Include # of classroom visits this quarter)
3. Have your technical problems/needs been addressed by the technology coordinator in a timely manner?
4. What has been the biggest challenge for you as an eMINTS teacher?
5. What has been the greatest benefit of the program?
6. Other comments:

